



Muskegon Community College

Conference and Catering

Breakfast - Lunch - Break - Appetizers - Dinner - Desserts - Beverages



CREATIVE DINING SERVICES®
Complete Hospitality Management



July 2016 - June 2017

**All prices subject to change*

Welcome

Conference & Catering Services at MCC

From its convenient location near downtown Muskegon and just a minutes drive off of US 31, Muskegon Community College and its Conference and Catering Services regularly provide dining and meeting facilities to address the professional needs of groups ranging from two people to a roomful of 250 persons.

The college, with its sylvan setting and gently flowing Four Mile Creek visible from most vantage points, offers a welcome respite from the harried pace of metropolitan locales. Add ample free parking to the benefits of high quality services at a reasonable price and MCC and its adjacent Stevenson Center becomes a first choice destination.

Make the first step to your next successful event a phone call to MCC Conference and Catering Services at (231) 777 0319. You can also reach us at events@muskegoncc.edu. Our friendly and experienced staff are eager to listen to your needs. We will offer helpful suggestions on room configurations, menu selections and your media services.

- ▶ Pleasant and helpful staff with more than 28 years of combined experience
- ▶ All inclusive services, catering, audio/visual tech support
- ▶ Our 100% commitment to making your event successful
- ▶ One-stop shopping - one call for all your event needs
- ▶ Picturesque wooded setting with meandering creek
- ▶ Large rooms with setup options
- ▶ Easy accessibility to major highways
- ▶ Customized training workshops
- ▶ Free Parking
- ▶ Free Wi-Fi

Contact us today!

231-777-0319

events@muskegoncc.edu



Breakfast

Service Note: All items are served with eco-friendly, compostable (biodegradable) goods; unless noted differently.

Minimum of 6 pieces each, unless noted differently

Assorted Breakfast Sweets

Variety of cinnamon rolls, turnovers, scones, danishes and braids \$1.60 each

Assortment of Miniature Breakfast Sweets

Miniature danishes, muffins, donuts, turnovers, and scones \$.90 each

Bakery Muffins

Variety of chocolate chocolate chip, banana nut, cranberry walnut, and blueberry \$1.50 each

Assorted Miniature Muffins \$.78 each

Breakfast Bars

Variety of nature valley, sweet & salty, nutri-grain and chewy granola \$1.10 each

Fruit Yogurt Granola Cups \$2.85 each

Regular Bagels

Assortment served with cream cheese \$1.50 each

Morning Boost Buffet

(minimum of 8) Variety of miniature muffins and sliced bagels served with freshly brewed coffee \$4.15

Continental Breakfast

(minimum of 8) Assortment of breakfast pastries served with freshly brewed coffee, flavored creamers, and fruit juices \$5.50

Yogurt Breakfast Bar

(minimum of 8) Pre-filled vanilla yogurt cups. Guests can add fresh-cut seasonal fruit and sweet baked granola. Served with freshly brewed coffee \$5.75

Keeping It Light

(minimum of 8) Energy wheat wrap with granola, peanut butter, strawberries and bananas served with freshly brewed coffee \$6.50

Working Breakfast

(minimum of 8) English muffin sandwich, including egg, cheese, and sausage patty served with hash browns and freshly brewed coffee \$6.50

Business Professionals' Breakfast

(minimum of 12) Assorted fresh bakery goods, cut fresh fruit, fruit yogurt, miniature quiche served with fresh brewed coffee, flavored creamers and fruit juices. \$8.25

Break-Time

Minimum of 10 guests

Re-Energize!

Coffee, canned soda and brownie bites \$3.50

Pizza Snack Break

Veggie pizzas on regular bagels with herb cream cheese and fresh vegetables. Fruit pizzas on a cookie crust topped with fruit dip and fruit topping. Served with lemonade and iced tea \$4.50

Academic Break Plan

Morning service: assorted breakfast pastries, bagels with cream cheese, variety of fruit juices, and freshly brewed coffee

Mid-Morning service: assorted canned sodas, bottled water, and freshly brewed coffee

Mid-Afternoon service: fresh baked cookies, assorted canned soda, bottled water and freshly brewed coffee \$10.00

Ready-to-Eat Salads

Minimum of 6 guests

Garden Salad

A bed of mixed greens topped with tomato, cucumber, red onion, egg, grated cheddar cheese and breadstick served with a variety of dressing packets \$7.50

Classic Chef Salad

A bed of mixed greens topped with julienne slices of smoked turkey and ham, tomato, cucumber, red onion, cheddar cheese, breadstick served with a variety of dressing packets \$8.50

Chicken Breast Caesar Salad

A bed of mixed greens topped with grilled chicken breast strips, tomato, red onion, grated parmesan cheese with a creamy caesar dressing and breadstick \$8.75



Lunch Buffets

Minimum of 10 guests

All lunch buffets are served with your choice of a beverage: freshly brewed coffee, canned soda, bottled water, iced tea and lemonade.

Salad choices: Potato Salad, Italian Pasta Salad, or Garden Pasta Salad

Boxed Lunch

Choice of smoked turkey breast, ham, chicken salad, tuna salad, or vegetarian served on chef's choice of bread, bagged snack, choice of salad cup, cookie OR whole fresh fruit. \$7.75

Wrap and Sandwich Platter

Variety of gourmet wraps and sandwiches served with a bowl of chips and your choice of salad \$9.25

Right Fit

Soup of the day and house salad \$9.00

Little Mexico

Crisp taco salad tortilla basket with shredded lettuce. Served on the side: seasoned ground beef, cheddar cheese, tomato, onion, and south of the border dressing \$9.25

Hot Sandwich

Wrapped hamburgers, grilled chicken, brat or hot dog (choice of 1), choice of salad, potato chips, and baked beans \$8.75

BBQ Lovers

Wrapped pulled bbq chicken or bbq pork (choice of 1), choice of salad, potato chips, and baked beans \$9.00

Add Soup to Any Luncheon

8 oz of hot soup served with any luncheon. Choices are: Chicken Noodle, Creamy Potato and Bacon, Tomato Basil or Broccoli Cheddar \$2.50

Add glass water goblets to any luncheon buffet of 25 persons or more for \$1.00/person

Add China & Stainless flatware to any catered event for \$1.50



Lunch Buffet

Minimum of 25 guests

Pizza

2 slices per portion. Variety of hot Little Caesar pizzas, potato chips, tossed salad with dressings or your choice of salad \$8.50

All American

(Buffet tables covered in plastic) Brats, hot dogs, chicken, hamburgers, pulled pork or pulled chicken bbq (choice of 2), appropriate condiments, choice of salad, vegetable relish tray with dip, potato chips, baked beans, lemonade, and iced tea \$11.00

Little Italy

Served with sauteed mushrooms, onions, peppers, parmesan cheese, breadstick, and a tossed side garden salad. Choose your pasta:

Penne, Farfalle or Fettuccini Choose your sauce:

Olive Oil Parmesan \$9.55 Tomato Basil \$10.25

Pesto \$10.50 Alfredo \$11.00 Meat Marinara \$11.50

Add accompaniments: Meatballs \$2.75

Italian Sausage \$3.25 Roasted Portobello \$3.55

Grilled Chicken Breast \$4.05

Healthy Choice

Tossed mixed greens, diced turkey and ham, shredded cheese, bacon bits, croutons, breadstick and a variety of dressings \$10.25

Choose your soup:

Chicken Noodle, Broccoli-cheddar, Tomato Basil, Creamy

Additional soup \$1.25 Add four toppings:

Cauliflower, Broccoli, Mushroom, Cucumbers, Onions, Tomatoes, Sliced Carrots, Radishes, Spinach, Garbanzo Beans or Sugar Snap Peas

Additional vegetables \$.50 Add diced chicken \$1.50

Tex Mex

Tortillas and tortilla chips, mexican rice, seasoned chicken and beef. Served with lettuce and tomato on the side \$10.75

Choose your cheese:

Shredded Cheese or Nacho cheese sauce

Choose four toppings:

Refried beans, Black beans, Jalapenos, Banana peppers, Olives, Onions, Sour Cream

Additional toppings .50 Add guacamole \$1.25

Choose your sauce:

Mild picante, Medium picante, or Hot picante

Additional sauces \$.50 Add pico de gallo \$1.25

Dinner

Minimum of 25 guests, served after 3 pm

Dinners include fresh rolls & butter, freshly brewed coffee and water goblets. Dinners are served on china with stainless flatware and linen.

Bookside Buffet

Served with your choice of - 1 accompaniment, 2 entrees, 1 salad and 1 vegetable \$15.00

Collegiate Buffet

Served with your choice of - 1 accompaniment, 3 entrees, 2 salads and 1 vegetable \$17.00

Buffet Accompaniments

Parsley buttered potatoes - red-skin potatoes - au gratin potatoes - scalloped potatoes - chef's selection of pasta - smashed potatoes - mac n' cheese - baked beans

Buffet Entrees

Beef or vegetarian lasagna - pineapple-brown sugar ham chicken breast chardonnay - baked Italian chicken breast - bone-in chicken (baked or fried) - chicken breast seasoned with butter & seasoning salts - boneless turkey breast - vegetable pasta primavera - beef pot roast - tortilla crusted tilapia - baked salmon
Chef carved roast beef au jus, baked ham or turkey - \$2.00

Buffet Salads

Apple-Waldorf - Caesar - Broccoli Salad - Relish Tray w/Ranch Dip - Spinach - Tossed Garden
Seasonal Fresh Fruit Medley \$1.00

Buffet Vegetable

California blend vegetables - steamed broccoli florets - honey glazed baby carrots - french-cut green beans - asparagus (seasonal)

Snacks

Chex Mix \$1.10

Trail Mix of Peanuts, Raisins and M&M's \$1.50

Pretzel for 12 people \$9.00

Potato Chips for 12 people \$8.00
French Onion Dip \$1.00

Whole Fresh Fruit \$1.00

Fresh Fruit Cups \$2.85

Dessert

All desserts are priced individually. All minimums will be applied.

Fresh Baked Cookie

Chef's choice of a cookie assortment \$0.70

Frosted Sugar Cookies \$0.80

Rice-Krispy Treat \$0.80

Fresh Baked Ghiradelli Brownies \$1.10

Magic Bars \$1.50

Lemon Bar \$1.25

Cheesecake

(minimum of 12 servings) \$2.50
Add Cherry or Strawberry Topping \$0.25

Mousse Parfait

(minimum of 12 servings per flavor) Chocolate brownie or strawberry shortcake \$3.25

Red-Velvet Cake Roll

(minimum of 10 servings) \$2.75

Pumpkin Cake Roll

(minimum of 10 servings) \$2.75

Warm Cobbler

(minimum of 12 servings per flavor) Apple, cherry, or peach \$3.00

Texas Sheet Cake \$2.00

Ice Cream Sundae Bar

(minimum of 25 servings; 30 minute serving time only)
Vanilla ice cream. Toppings may include: hot fudge, caramel, strawberry, whip cream, and sprinkles

If ice cream sundae bar is ordered after 7 pm weekdays or on anytime on weekends, please add \$15.75 personnel charge/hour - 3 hour minimum \$4.00

Ryke's Special Occasion Cake

Specialty cake pricing is for basic decorations, colored frosting and writing. Additional charges for additional designs, color spray, or logos may apply. A cake-cutting and serving fee may also apply. Minimum of one hour service if requested at \$15.75 personnel charge/hour.

Full Sheet Cake (serves 60-100) \$115.00

Half Sheet Cake (serves 30-50) \$70.00

Quarter Sheet Cake (serves 15-25) \$50.00

Appetizers

Priced for 25 guests, unless noted
Served with eco-friendly, compostable (biodegradable)
goods. Add china services for \$1.50 per person

Vegetable Relish Tray

25 servings \$36.50 12 servings \$22.50

Cheese & Cracker Tray

\$50.00

Fresh-Cut Fruit with Yogurt Dip

25 servings \$50.00 12 servings \$32.00

Deluxe Fresh Fruit & Cheese Display with Crackers

25 servings \$69.00 12 servings \$41.00

Crisp Pita Chips with Roasted-Red Pepper Hummus

25 servings \$26.00 12 servings \$17.00

Deli Spirals

(1 per portion) Variety of club sandwich, salami with monterey jack and turkey, bacon, ranch \$10.50

Egg Rolls

(1 per portion) Vegetable, chicken, shrimp or pork
(choice of 2) with sweet and sour sauce \$42.00

Meatballs

(3 per portion) Sweet n' Sour, BBQ, Sweet & Savory,
Swedish (choice of 1 per order) \$42.00

Bone-In or Boneless Chicken Wings

(2 per portion) Served with two sauce selections -
ranch, orange garlic ginger, bbq, honey mustard, or red
hot sauce \$42.00

Hot Spinach Artichoke Dip with Crisp Pita Chips

\$45.00

Assorted Miniature Dessert Platter

(2 per portion) Lemon bars, cheesecakes, cookies &
brownies \$42.00

Assorted Miniature Cheesecake Platter

(1 per portion) Variety of mini assorted cheesecakes
\$45.00

Chocolate-Covered Strawberries

(2 per portion) Hand-dipped in milk chocolate \$40.00

Mini Eclairs and Cream Puffs

(2 per portion) \$30.00

Beverages

Regular or Decaffeinated Coffee or Hot Tea

(serves 16 persons/gallon) \$18.00

Regular or Decaffeinated Coffee or Hot Tea

(serves 5 person/carafe) \$6.50

Flavored Creamers

Assorted flavors \$.30

Canned Soda

Pepsi products \$1.50

Bottled Water

.5 liter \$1.50

Crystal Light Packets

Variety of flavors for bottled water \$.50

Fruit Juice

(serves 5 persons/carafe)

Orange, cranberry, apple, grape \$6.00

Iced Tea

(serves 13 persons/gallon) \$6.50

Lemonade

(serves 13 persons/gallon) \$6.50

Specialty Sparkling Punch

(serves 13 persons/gallon) \$8.50

Water Service for Speakers & Presenters

Includes up to 5 glass goblets \$5.00

Additional Services

Linen Table Covers & Linen Napkins

Great for dressing up any event \$2.00

Linen Table Covers

Registration, display, gift, exhibitor tables, etc.
\$5.00 each

Linen Table Covers & Skirting

Registration, display, gift, exhibitor tables, etc.
\$10.00 each

Linen table covers are white only. Standard linen napkin colors are: blue, gold and white. If you would like to order a special or seasonal color, Conference & Catering will need to know your request no later than Monday, one week prior to your event by noon.

Provisions

Thank you for choosing Muskegon Community College Food Service to cater your special event! As early planning is the key to any successful event, the MCC Food Service requires the observance of the following provisions we have established to accommodate you in the most efficient way. All requests for room utilization and food service arrangements should be made through the Office of Conference & Catering Services, Room 1106, (231) 777-0319 or on campus, ext. 319.

What items are compostable (biodegradable)?

Most items served on campus and events are with eco-friendly, compostable (biodegradable) dining ware. We provide hot/cold cups, forks, knives, spoons, plates and napkins that can go into compostable bins instead of trash bins.

How long before food is removed from my event?

In keeping within MCC food standards pertaining to freshness and holding temperature of foods, all items will be picked up 2 hours after the delivery time. Credit cannot be issued for any leftover food or unused items.

Will a food service staff member be present for my event?

Catering orders, other than dinner buffets and plated service, will not include service staff present throughout the event unless prior arrangements have been made.

What if I want to decorate the space?

All event decorations and individual table centerpieces are the responsibility of the customer. *Items not allowed include candles, glitter, confetti and heavy tape. All decorations need to be approved by the Conference & Catering Office.

What if I need to cancel my event?

Food functions must be cancelled by noon the Wednesday, one week prior to our event. Cancellations neglecting this deadline will be responsible for all costs, including any labor incurred while preparing for this event.

If MCC is closed due to weather, any catering for that day(s) scheduled events will be cancelled without fees to the client and the client is able to reschedule the event. If the College is open and the client chooses to cancel due to weather, a cancellation fee may apply.

When will I receive an invoice?

MCC will invoice all groups 1-2 weeks following the event. MCC food service employees may not accept money or checks for charged catering. Listed food prices do not include sales tax (6%) or service fee (18%). If your organization is tax exempt, please provide Conference & Catering Services your non-profit/tax exempt number prior to your event. Some events require a deposit of half of the total amount, two weeks prior to the event. The remaining balance will be invoiced following the event.

When is my preliminary and final catering details needed?

Catering Due Dates		
Deadline	Requirement	Reason
10 business days prior	Menu selection and estimated guest count due. Please note minimums on your selected caterings	To guarantee your selections are available
Monday by noon (one week prior)	Specialty linen colors (if applicable)	To ensure we can secure your linen order
Wednesday by noon (one week prior)	Catering order, guaranteed guest count, delivery hours, guest allergens and signed contract due	To avoid late surcharges and to secure catering details at your event
Less than 5 business days prior	Late surcharge added	Catering order has been placed and event planning needs to be adjusted

Policies

Food Service Policy...It's the Rules

MCC Food Service requires the observance of the following food policy we have established based on Health Department regulations:

*Due to health code issues relating to food-borne illness and liability concerns, food may not be brought on campus; and food and beverages may not be taken from your event.

Having been specifically apprised by the Office of Conference and Catering Services of the policies derived for the primary food preparer's liability insurance relating to the removal and consumption of prepared foodstuffs, cooked, perishable or otherwise, outside the contracted areas, I/we the undersigned chairperson(s), organizer(s) of the above event hereby release Creative Dining Services and Muskegon Community College from any claims which might occur from the consumption of any food prepared for this specific event, where food is removed to be consumed off premises at a later time. These liabilities will include but are not limited to any health hazards resulting from improper or inappropriate handling, storage, and display of any removed food items.

ALLERGEN AWARENESS

Items are marked on buffet tables to reflect known allergens present in the item. This may not reflect potential presence of these allergens at the production facility.

If you or your guests have a food allergy, or other special dietary need, please contact us by emailing events@muskegoncc.edu or by calling (231) 777-0319. We would be happy to assist you.

